Excel Lesson 3

Organizing the Worksheet

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Objectives

- Copy and move data in a worksheet.
- Use the drag-and-drop method and Auto Fill options to add data to cells.
- Insert and delete rows, columns, and cells.
- Freeze panes in a worksheet.
- Split a worksheet window.
- Check spelling in a worksheet.
- Prepare a worksheet for printing.
- Insert headers and footers in a worksheet

Vocabulary

- automatic page break
- copy
- cut
- fill handle
- filling
- footer
- freeze panes

- header
- manual page break
- margin
- Normal view
- Office Clipboard (Clipboard)
- Page Break Preview

Vocabulary (continued)

- Page Layout view
- paste
- print area
- print titles
- scale
- split

Copying and Moving Cells

- **Copying** duplicates the cell or range in another location, while also leaving the cell in its original location.
- **Cutting** removes a cell or range from its original location in the worksheet.
- **Pasting** places the cell or range in another location.

Copying and Moving Cells (continued)

- To copy a cell or range, use buttons in the Clipboard group on the Home tab.
- The copied data is placed on the Office Clipboard. The Office Clipboard (or Clipboard) is a temporary storage area for up to 24 selections you copy or cut.
- To move a cell or range, you use the Cut button, followed by the Paste button.

Copying and Moving Cells (continued)

Range copied to the Clipboard



Copying and Moving Cells (continued)

- You can quickly move or copy data using the drag-and-drop method. First, select the cell or range, then drag them to a new location.
- To copy cells, press and hold the Ctrl key.
- Filling copies a cell's contents and/or formatting into an adjacent cell or range.
- You can use the fill handle to help with copying cells and also to continue a series of text items, numbers, or dates.

Inserting and Deleting Rows, Columns, and Cells

- To insert a row, click the row heading to select the row where you want the new row to appear. Then, click the Insert button on the Home tab.
- To insert a column, click the column heading to select the column where you want the new column to appear. Then, click the Insert button.

Inserting and Deleting Rows, Columns, and Cells (continued)

- To delete a row or column, click the appropriate row or column heading and then click the Delete button on the Home tab.
- Use the buttons in the Cells group on the Home tab to insert and delete cells. Inserts a new row Insert



Insert dialog box

Freezing Panes in a Worksheet

- You can view two parts of a worksheet at once by freezing panes.
- When you **freeze panes**, you select which rows and/or columns of the worksheet remain visible on the screen as the rest of the worksheet scrolls.

Splitting a Worksheet Window

- Splitting divides the worksheet window into two or four panes that you can scroll independently.
- This enables you to see different parts of a worksheet at the same time.

Splitting a Worksheet Window (continued)

Worksheet window split into horizontal panes

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Checking Spelling in a Worksheet

• To find and correct spelling errors, use the Spelling command on the Review tab.

pelling: English (U.S.)			
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Preparing a Worksheet for Printing

- So far, you have worked in Normal view, which is the best view for entering and formatting data in a worksheet.
- Page Layout view shows how the worksheet will appear on paper, which is helpful when you prepare a worksheet for printing.
- The margin is the blank space around the top, bottom, left, and right sides of a page.

• Margins menu

Margins				
	Normal Top: Left: Header:		Bottom: Right: Footer:	0.7"
	Wide Top: Left: Header:		Bottom: Right: Footer:	1"
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- By default, Excel is set to print pages in portrait orientation. Worksheets printed in portrait orientation are longer than they are wide. In contrast, worksheets printed in landscape orientation are wider than they are long.
- The **print area** consists of the cells and ranges designated for printing.

- Excel inserts an automatic page break whenever it runs out of room on a page. You can also insert a manual page break to start a new page.
- The simplest way to adjust page breaks is in Page Break Preview. On the status bar, click the Page Break Preview button to switch to this view.

 Scaling resizes a worksheet to print on a specific number of pages. The Scale to Fit group contains the three options shown below.



Scale to Fit group on the Page Layout tab

- By default, gridlines, row numbers, and column letters appear in the worksheet but not on the printed page. You can choose to show or hide gridlines and headings in a worksheet or on the printed page.
- **Print titles** are designated rows and/or columns in a worksheet that are printed on each page.

Inserting Headers and Footers

 A header is text that is printed in the top margin of each page. A footer is text that is printed in the bottom margin of each page.

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